

ASSIGNMENT 1

Textbook Assignment: “Naval Aviation Maintenance Program (NAMP)” and “Maintenance Administration.”
Pages 1-1 through 2-17.

- 1-1. What publication or instruction seeks to achieve and improve aviation material readiness and safety standards through the optimum use of resources?
 1. NAVAIR 00-25-100
 2. SECNAVINST 5215.5
 3. OPNAVINST 4790.2
 4. NAVAIR 00-25-300
- 1-2. At what level of maintenance are aircraft servicing and preflight inspections performed?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Rework
- 1-3. At what level of maintenance is shop-type testing of aircraft components most likely performed?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Rework
- 1-4. What type of maintenance is performed in large industrial-type facilities by military and civilian personnel?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Upkeep
- 1-5. Separation of aircraft maintenance tasks into three levels of maintenance is based on space requirements, skill level of personnel, scope of responsibility, and what other factor?
 1. Number of aircraft
 2. Size of aircraft
 3. Complexity of tasks
 4. Number of tasks to be accomplished
- 1-6. What maintenance level removes and installs a component on an aircraft?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Upkeep
- 1-7. What level of maintenance repairs and bench tests a defective hydraulic pump?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Upkeep
- 1-8. What level of maintenance manufactures aircraft modification kits?
 1. Organizational
 2. Intermediate
 3. Depot
 4. Upkeep
- 1-9. At what level or levels of maintenance are civilians normally the primary source of manpower?
 1. Organizational only
 2. Intermediate only
 3. Depot only
 4. Organizational, intermediate, or depot

- 1-10. All aircraft maintenance that is performed within naval aviation falls in what two categories?
1. Rework and inspections
 2. Inspections and servicing
 3. Servicing and upkeep
 4. Upkeep and rework
- 1-11. Maintenance is required to restore an aircraft structurally in an industrial-type facility. This is an example of what type of maintenance?
1. Upkeep
 2. Rework
 3. Servicing
 4. Inspecting
- 1-12. On naval air stations, what department or division conducts organizational-level maintenance on assigned aircraft?
1. The AIMD of the air station
 2. Operations maintenance division of an onboard tenant squadron
 3. Operations maintenance department of an onboard tenant squadron
 4. Operations maintenance division of the air station
- 1-13. What type or types of personnel staff an AIMD?
1. Permanently assigned civilian personnel only
 2. Permanently assigned civilian personnel and permanently assigned military personnel
 3. Permanently assigned military personnel and designated temporarily assigned military personnel from organizational-level maintenance activities
 4. Permanently assigned military personnel and designated temporarily assigned civilian personnel from depot-level maintenance activities
- 1-14. A line relationship is a relationship that exists between what two organizational components?
1. A servicing staff supervisor and a production line supervisor
 2. A superior and a subordinate
 3. Two subordinates
 4. Two departments
- 1-15. What officer directly supervises the production divisions of an aviation organizational maintenance activity?
1. Commanding officer
 2. Maintenance officer
 3. Maintenance material control officer
 4. Assistant maintenance officer
- 1-16. What is the function of a staff division within an organizational maintenance activity?
1. To control the workload
 2. To provide administrative services and support for production divisions
 3. To schedule aircraft through all phases of the maintenance process
 4. To prescribe and set policy for the maintenance department
- 1-17. What work center at an OMA maintains a master message board with a record of the actions that were taken?
1. Maintenance control
 2. Quality assurance
 3. Maintenance administration
 4. Material control
- 1-18. What is the basic concept of quality assurance?
1. Data correction
 2. Data validation
 3. Defect correction
 4. Defect prevention

- 1-19. Maintaining the central technical publications library is a function of what work center?
1. Maintenance control
 2. Quality assurance
 3. Material control
 4. Maintenance administration
- 1-20. What work center verifies an MRC's incorporation into the NALCOMIS database?
1. Quality assurance
 2. Maintenance control
 3. Maintenance administration
 4. Cognizant production work center
- 1-21. In an OMA, what work center maintains aircraft logbooks and associated records?
1. Production control
 2. Maintenance control
 3. Quality assurance
 4. Maintenance administration
- 1-22. In an OMA, what work center is the liaison between the maintenance department and the local aviation supply department (ASD)?
1. Maintenance control
 2. Material control
 3. Maintenance administration
 4. Quality assurance
- 1-23. In an OMA operating under NALCOMIS, what work center collects, screens, and forwards MDS data to the data services facility?
1. Maintenance control
 2. Material control
 3. Quality assurance
 4. Maintenance administration
- 1-24. If an item of accountable material is lost, damaged, or destroyed, the material control work center should initiate what action?
1. Investigation
 2. Search
 3. Survey
 4. Inquest
- 1-25. Within the maintenance department, what work center or division inventories aircraft upon receipt and transfer?
1. Maintenance control
 2. Quality assurance
 3. Material control
 4. Operations
- 1-26. What are the organizational elements of an OMA maintenance department?
1. Aircraft, line, avionics/armament, and unmanned aerial vehicle
 2. Avionics/armament, aircraft, and quality assurance/analysis
 3. Aircraft, line, power plants, and avionics/armament
 4. Line, airframes, power plants, and avionics/armament
- 1-27. Which of the following is a function of the line division?
1. Administering the plane captain program
 2. Maintaining custody of support equipment
 3. Performing daily inspections
 4. Each of the above
- 1-28. In an IMA, the management of the maintenance administration work center is the responsibility of what officer?
1. Maintenance officer
 2. Maintenance material control officer
 3. Administration department officer
 4. Assistant maintenance officer

1-29. In an IMA, responsibility for the cleanliness and security of vacant or unassigned spaces rests with what work center or division?

1. Maintenance administration
2. Aircraft
3. Production control
4. Avionics/Armament

- A. Maintaining a master maintenance message board
 - B. Drafting and publishing the 3M Summary
 - C. Receiving and distributing mail
 - D. Preparing maintenance-related correspondence

1-30. In an IMA, what work center or division screens an incoming component to determine the responsibility and capability for repair of the component?

1. Production control
2. Quality assurance
3. AMSU
4. Maintenance administration

1-31. In an IMA, what work center or division plans, schedules, and assigns maintenance tasks within the maintenance department?

1. Maintenance control
2. Production control
3. Maintenance administration
4. Material control

1-32. In an IMA, what work center or division maintains aircraft electrical systems?

1. Aviation life support systems
2. Airframes
3. Avionics
4. Power plants

1-33. In an IMA, what work center or division maintains mobile electric power plants?

1. Airframes
2. Power plants
3. Aviation life support systems
4. Support equipment

Figure 1 -A

IN ANSWERING QUESTION 1-34, REFER TO FIGURE 1 -A.

1-34. The responsibilities of the maintenance administration division include what task or tasks?

1. A and B only
2. A, B, and D only
3. A, C, and D only
4. A, B, C, and D

1-35. After checking into the maintenance administration division, you should immediately ascertain which of the following information?

1. Function of the office
2. Function of the activity
3. Names of people in your chain of command
4. Each of the above

1-36. Which of the following is the best use of your time during periods of office slack time?

1. Studying for your rating exam
2. Visiting with your shipmates
3. Completing a challenging crossword puzzle
4. Reading the latest edition of Mech magazine

- A. Central processing unit
- B. Keyboard
- C. Monitor
- D. Mouse
- E. Printer

Figure 1-B

IN ANSWERING QUESTION 1-37, REFER TO FIGURE 1-B.

1-37. What are examples of basic components of a computer?

- 1. A and B only
- 2. A, B, and C only
- 3. A, B, C, and D only
- 4. A, B, C, D, and E

1-38. What type of key is available on a computer to assist you in performing various processes?

- 1. Rotary
- 2. Digital
- 3. Function
- 4. Icon

1-39. What feature on the computer eliminates the need to hit the return key to start to type the next line of text?

- 1. Tab key
- 2. Wraparound
- 3. Space bar
- 4. Rotary key

1-40. If you are an AZ striker (non-“A” school graduate), what minimum number of words per minutes are you required to type before you are eligible to compete in the advancement examination for AZ3?

- 1. 20 wpm
- 2. 15 wpm
- 3. 10 wpm
- 4. 5 wpm

1-41. Detailed procedures for transmitting and handling classified material are found in what instruction?

- 1. OPNAVINST 4790.2
- 2. SECNAVINST 5215.5
- 3. SECNAVINST 5510.36
- 4. NAVAIRINST 13720.15

1-42. What are the approved classifications for classified material?

- 1. Top Secret, Secret, and Priority
- 2. For Official Use Only, Top Secret, and Secret only
- 3. Top Secret, Secret, and Confidential
- 4. For Official Use Only, Top Secret, Secret, and Confidential

1-43. What officer is responsible for ensuring that all classified material is properly safeguarded within a command?

- 1. Commanding officer
- 2. Maintenance officer
- 3. Classified material custodian
- 4. Assistant maintenance officer

1-44. As a person who has been cleared and authorized to handle Secret material, you are authorized to take which of the following actions?

- 1. Handle any Secret material anytime you want to handle it
- 2. Handle Secret material only when there is a reason to handle it
- 3. Read all incoming Secret material
- 4. Handle Top Secret as well as Secret material

You recently were detailed to Sea Control Squadron Two One (VS-21) stationed at NAS East Coast and assigned to the Maintenance Administration division. Your duties include providing departmental administrative support, drafting and submitting naval correspondence, and maintaining administrative files. On your first day on the job, you are tasked with preparing a classified (Secret) standard letter.

Figure 1-C

IN ANSWERING QUESTIONS 1-45 THROUGH 1-55, REFER TO FIGURE 1-C, INFORMATION IN THE TEXTBOOK, AND INFORMATION IN REFERENCES DISCUSSED IN THE TEXTBOOK.

1-45. To what instruction should you refer for detailed procedures in preparing the letter?

1. OPNAVINST 4790.2
2. SECNAVINST 5215.1
3. SECNAVINST 5216.5
4. OPNAVINST 5442.2

1-46. Which of the following is a correct description of the left and right margins on the first page of the letter you are preparing?

1. Two inches each for the left and right
2. One and one-half inch for the left and two inches for the right
3. Two inches for the left and one inch for the right
4. One inch each for the left and right

1-47. What element of the letter will be used for referencing and filing purposes?

1. Letterhead title
2. Endorsement
3. Reference line
4. Identification symbols

1-48. The subject of your letter is MAINTENANCE AND MATERIAL MANAGEMENT. What type of code should you assign the correspondence so it can be grouped with related correspondence?

1. Standard subject identification code (SSIC)
2. Word unit code
3. Originator's code
4. Reference code

1-49. What type of information is provided in SECNAVINST 5210.11?

1. Plain language addresses
2. SSICs
3. Reference codes
4. Originator's codes

1-50. Since your letter will have a Secret classification, you should type this designation in capital letters at what location on the letter?

1. At the left margin, two lines below the date
2. At the right margin, two lines above the originator's code
3. In the center of the page, two lines below the top margin
4. In the center of the page, two lines above the bottom margin

1-51. The letter has three references. In what order should you list the references?

1. Chronologically by their dates of origination
2. In the order that they were received by your activity
3. In the order that they are discussed in the text of the letter
4. In order of seniority of the officials in whose names the references were distributed

1-52. The final paragraph of your letter is five lines long, but you have enough space for four lines on the current page. What action should you take?

1. Edit the paragraph to four lines
2. Go below the bottom margin and type all five lines
3. Type three lines on the current page and two lines on the signature page
4. Delete the last paragraph

1-53. Where should you type the signature line for your letter?

1. In the center of the page, four lines below the last line of text
2. In the center of the page, six lines below the last line of text
3. At the left margin, four lines below the last line of text
4. At the left margin, six lines below the last line of text

1-54. Your letter is ready for signature, but the signer is not available. What designation should you type in the signature block to accompany the individual's name who has been formally appointed to sign the letter?

1. By direction
2. Acting
3. By direction of the Commanding Officer
4. For the Commanding Officer

1-55. You should number the first page and each succeeding page of the letter?

1. True
2. False

Your leading petty officer has just tasked you to draft an endorsement to a letter for a humanitarian transfer and a naval GENADMIN message.

Figure 1-D

IN ANSWERING QUESTIONS 1-56 THROUGH 1-68, REFER TO FIGURE 1-D, INFORMATION IN THE TEXTBOOK, AND INFORMATION IN REFERENCES DISCUSSED IN THE TEXTBOOK.

1-56. Since your activity is adding an endorsement, your activity is most likely what type of addressee?

1. "From" addressee
2. "To" addressee
3. "Via" addressee
4. "Copy to" addressee

1-57. When should you use a same-page endorsement?

1. Only when the endorsement will fit on the same page as the letter
2. Only when you are sure that no revisions will be made to the endorsement
3. When the endorsement will fit on the same page as the letter and when you are sure revisions will not be made to the endorsement
4. Only when the endorsement comments on a prior endorsement

1-58. There have been two previous endorsements added to the original letter, but this is only the first one added by your activity. What endorsement number should you use?

1. FIRST
2. THIRD
3. 1ST
4. 3RD

- 1-59. Before you forward the message to the Naval Telecommunication Center for transmission, who specifically must authorize it?
1. Drafter
 2. Releaser
 3. Leading Petty Officer
 4. Leading Chief Petty Officer
- 1-60. As the composer of the message, you would most likely be performing the duties of what individual or authority?
1. Drafter
 2. Originator
 3. Releaser
 4. Transmitter
- 1-61. You prepare the message, but it cannot be transmitted due to simulated emergency conditions. To what condition does this control on transmission of the message refer?
1. Restriction
 2. Prohibition
 3. Minimize
 4. Limitation
- 1-62. Besides the subject line you place on the message, what item will be used to identify your message?
1. Precedence
 2. Ref
 3. RMKS
 4. DTG
- 1-63. Sea Control Squadron 28 is the action addressee of the message. How should this address appear on the naval message?
1. Sea Control Squadron 28
 2. Sea Control Squadron Twenty Eight
 3. SEACONRON 28
 4. SEACONRON TWO EIGHT
- 1-64. To what reference should you refer when composing the naval message?
1. OPNAVINST 3710.7
 2. OPNAVINST 4790.2
 3. NTP 3
 4. MTF-E
- 1-65. You may use what special characters when typing the naval message?
1. Period (.), comma (,), and colon (:) only
 2. Quotation marks (" "), question mark (?), and brackets (()) only
 3. Dash (-) and slant (/) only
 4. Period (.), comma (,), colon (:), quotation marks (" "), question mark (?), parentheses (()) dash (-), and slant (/)
- 1-66. What message sets are mandatory on your GENADMIN message?
1. SUBJ and RMKS
 2. RMKS and REF
 3. SUBJ and NARR
 4. RMKS and NARR
- 1-67. Your message has four references. What additional message set is mandatory on your message?
1. AMPN
 2. NARR
 3. EXER
 4. OPER
- 1-68. If you were unsure of how the Sea Control Squadron address should look on the message, to what source should you refer?
1. Base Operator
 2. Military Locator
 3. DPVS
 4. DTG